



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 3501.167B
OP-442E

13 MAY 1987

OPNAV INSTRUCTION 3501.167B

From: Chief of Naval Operations

Subj: SHORE BASE READINESS REPORT (BASEREP)

Encl: (1) Designated Participating Shore Activities
(2) Reporting Instructions for the Shore Base Readiness Report
(3) Definitions of Shore Base Missions
(4) Facility Condition Readiness Worksheets

1. Purpose. To establish the procedures and responsibilities for implementation of the Shore Base Readiness Reporting (BASEREP) system. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. OPNAVINST 3501.167A and OPNAV 3501/62 (5-85).

3. Discussion

a. BASEREP is part of an effort to develop a mission-oriented system for measuring shore Base readiness and linking financial and manpower resources with measures of readiness and workload. It is designed to provide the Chief of Naval Operations (CNO) with a measure of shore Activity readiness as perceived by Base commanding officers. BASEREP will provide a dynamic measure of shore Activity operational readiness by mission type, the results of which can be used for resource management.

b. Reported readiness ratings will be analyzed to develop trends and comparisons for use in the logistics Baseline Assessment Memoranda during the programming/budgeting process and in defense of budget requests before the Congress. BASEREP data will also be used to assess shore Base readiness as part of the Shore Facilities Life Extension Program (Shore FLEP).

c. All staff with direct responsibility for operations should be involved in developing an Activity's BASEREP. While support staff such as facilities or personnel specialists can provide review and assistance, the primary intent of this instruction is to solicit the operator's assessments.

4. Applicability. This instruction applies to Navy major claimants, subclaimants and commanding officers of the shore commands listed in enclosure (1).



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5. Reporting Guidance

a. Commanding officer of each participating shore Activity will submit forms OPNAV 3501/60 and 3501/61 (4-87) in enclosure (2) annually to the Chief of Naval Operations (OP-442E), via the chain of command. Enclosure (2) also includes detailed instructions for preparing these reports.

b. BASEREP is structured along two dimensions, missions and asset categories. "Missions" consist of 28 representative shore Base missions such as aviation operations, port operations and family housing services. Enclosure (3) provides definitions of all mission categories. "Asset categories" represent the major resources (manpower, facilities, and equipment) available to accomplish Base missions. Commanding officers will provide an Asset Readiness Rating (C1-C4) as defined in enclosure (2), for each relevant Mission/Asset category combination. A narrative describing the reasons for the rating and the proposed solution must be prepared for any C3 or C4 rating.

c. The echelon two major claimant or CNO (OP-09B) of each reporting shore Activity will determine which missions to include in the BASEREP and notify the Activity prior to BASEREP submission. The commanding officer of the Activity will then provide readiness ratings for each assigned mission.

d. Commanding officers of host Activities are encouraged to solicit inputs from their tenant Activities when preparing BASEREP submissions. However, they will not submit full reports on the tenant Activities listed in enclosure (1). Tenant Activities listed in enclosure (1) will prepare a BASEREP and submit it to their own major claimant with a copy to the commanding officer of the host Activity. The host Activity will then incorporate into its BASEREP only those areas of the tenant Activity's report for which the host Activity has funding responsibility.

e. The Public Works Center's (PWC) Immediate Superior in Command (ISIC) is responsible for reporting ratings of the PWC. Each PWC's ISIC is identified in enclosure (1). BASEREPs for PWCs will be submitted under the ISIC's signature with a copy to the Naval Facilities Engineering Command, Code 15.

f. Commanding officers are to rate Base readiness for performing premobilization mission requirements only. Although mobilization readiness is important, it should not be addressed through BASEREP.

6. Action

a. Chief of Naval Operations:

(1) Distribute to resource sponsors and major claimants

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annually by 15 February, summary and detailed BASEREP reports those activities under their cognizance. CNO point of contact is OP-442E at autovon 221-6798/9, commercial (202) 325-6798/9.

(2) Monitor the completeness, timeliness, and accuracy of BASEREP data.

(3) Modify reporting procedures to standardize criteria and reduce subjectivity where possible.

(4) Add or delete shore Activities to the list of BASEREP participants as required.

b. Major Claimants:

(1) Provide CNO (OP-442E) by ¹~~15~~ September, activity BASEREPs for the period ending 30 June together with an assessment of the submissions and a point of contact. Include in the report explanations for any carryover of C3 or C4 ratings reported the previous year and identify any changes to Activity missions.

(2) Assign BASEREP missions to activities under your cognizance. Use mission definitions in enclosure (3) to determine which missions apply.

(3) Issue or update standards for review of BASEREPs by the ISICs of reporting activities. At a minimum, include validation of the missions and readiness ratings.

(4) Monitor reporting requirements and forward recommendations for improvements of this instruction to CNO. Include nominations for changes to the list of shore Activities participating in BASEREP.

c. ISICs of Reporting Shore Activities:

(1) Provide to your major claimant on the date they establish, BASEREPs for the period ending 30 June.

(2) Explain any carryover of C3 or C4 ratings reported in the previous year.

d. Reporting Shore Activities:

(1) Prepare and submit annually forms OPNAV 3501/60 and 3501/61 (4-87) in enclosure (2). Maintain complete BASEREP records and retain past submissions for a period of three years. Your ISICs will establish submission deadlines.

(2) Provide a detailed narrative for every C3 or C4 rating. Include specific information concerning the problem, proposed solution and an estimated date of completion.

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7. Security Classification Guidance. BASEREP ratings and narrative assessments are to be unclassified. If it is essential that classified information be included in the narrative portion of the BASEREP, provide that information by separate correspondence.

8. Reports and Forms

a. The Shore Base Readiness Report, enclosure (2), has been assigned Report Control Symbol OPNAV 3501-11 and is approved for three years from date of this directive.

b. The Shore Base Manpower/Personnel Worksheet, enclosure (2), has been assigned Report Control Symbol OPNAV 3501-13 and is approved for three years from date of this directive.

c. The following forms will be distributed annually by CNO (OP-442E) along with the summary BASEREP reports:

(1) OPNAV 3501/60 (4-87), Shore Base Readiness Report (BASEREP)

(2) OPNAV 3501/61 (4-87), Shore Base Manpower/Personnel Worksheet



T. J. HUGHES
Deputy Chief of Naval
Operations (Logistics)

Distribution:

SNDL A2A (Department of the Navy Staff Offices)
A5 (Bureaus)
21A (Fleet Commanders in Chief and Detachment)
22A (Fleet Commanders)
23 (Force Commanders)
24 (Type Commanders)
26Z2 (Shore Intermediate Maintenance Activity PAC)
E2 (Activities under the Command of the Deputy Comptroller of the Navy)
E7 (Activities under the Command of the Auditor General of the Navy)
F (Shore Activities under the Command of Chief of Naval Operations) (Less FE, FJ, FO, FS, FU)
All Divisions of OPNAV

12 MAY 1987

Copy to:
SNDL A6 (Headquarters, U.S. Marine Corps)
FL1 (COMNAVDAC) (Code 813, only) (35)

Stocked:
CO, NAVPUBFORMCEN
5801 Tabor Avenue
Philadelphia, PA 19120-5099 (100 copies)

2 August 1990

DESIGNATED PARTICIPATING SHORE ACTIVITIES

<u>Claimant</u>	<u>UIC</u>	<u>Activity Name</u>
COMNAVRESFOR	N00101	NAS SOUTH WEYMOUTH MA
	N00158	NAS WILLOW GROVE PA
	N00166	NAF WASHINGTON DC
	N00196	NAS ATLANTA GA
	N00205	NAVSUPPACT NEW ORLEANS
	N00206	NAS NEW ORLEANS LA
	N00215	NAS DALLAS TX
	N00274	NAF DETROIT MI
	N00275	NAS GLENVIEW IL

CNET	N00204	NAS PENSACOLA FL
	N00210	NTC GREAT LAKES IL
	N00216	NAS CORPUS CHRISTI TX
	N00247	NTC SAN DIEGO CA
	N00281	FLECOMBATRACENLANT DAM NECK VA
	N00639	NAS MEMPHIS TN
	N00750	NAVSUBSCOL NEW LONDON CT
	N00948	FLEASWTRACENPAC SAN DIEGO CA
	N0387A	FITCLANT NORFOLK VA
	N0388A	FITCPAC SAN DIEGO CA
	N0610A	NAVDIVESALVTRACTR PANAMA CITY FL
	N10151	FLETRACEN MAYPORT FL
	N31954	SUBTRAFAC SAN DIEGO CA
	N32739	NAVTECHTRACEN MERIDIAN MS
	N60241	NAS KINGSVILLE TX
	N60376	NAS CHASE FIELD TX
	N60508	NAS WHITING FLD MILTON FL
	N61665	FLECOMBATRACENPAC SAN DIEGO CA
	N61690	FLETRACEN SAN DIEGO CA
	N61797	FLETRACEN NORFOLK VA
	N62603	FLEMINEWARTRACEN CHARLESTON SC
	N62639	NAVTECHTRACEN TISL SAN FRANCISCO CA
	N62661	NETC NEWPORT RI
	N62741	NAVSCSCOL ATHENS GA
	N63015	NAVEDTRASUPPCENPAC SAN DIEGO CA
	N63018	NAVPHIBSCOL CORONADO CA
	N63021	NAVPHIBSCOL LITTLE CREEK VA
	N63043	NAS MERIDIAN MS
	N63082	NAVTECHTRACENCRST PENSACOLA FL
	N63094	NATTC LAKEHURST NJ
	N63154	NAVSUBTRACENPAC PEARL HARBOR HI
	N63159	NAVDAMCONTRACEN PHILADELPHIA PA

Enclosure (1)

OPNAVINST 3501.167B CH-2

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<u>Claimant</u>	<u>UIC</u>	<u>Activity Name</u>
CNET	N63290	COMBATSYSTECHSCOLSCOM VALLEJO CA
	N63322	FLEBALMISUBTRACEN CHARLESTON SC
	N63325	NAVEDTRASUPPLENLANT NORFOLK VA
	N63401	FLEASWTRACENLANT NORFOLK VA
	N64356	NAVADMINCOM AFSC NORFOLK VA
	N65113	PWC GREAT LAKES IL (COMNAVTRACEN)
	N65114	PWC PENSACOLA FL (CNET)
	N65928	NTC ORLANDO FL
	N65971	NAVCONSTRACEN GULFPORT MS
	N68317	NAVADMINU SCOTIA NY
	N68322	NAVEDTRAPRODEVNEN PENSACOLA FL
	N68437	TRITRAFAC BANGOR VA
A)	N68701	TRITRAFAC KINGS BAY GA

CNO/OP-09B	N00124	NAVWARCOL NEWPORT RI
	N00161	USNA ANNAPOLIS MD
	N00171	COMNAVDIST WASHINGTON DC
A)	N45854	FLTSURSUPPCOMD CHESAPEAKE VA
	N62271	NAVPGSCOL MONTEREY CA
A)	N63005	ADMINSUPP BAHRAIN
	N63138	NAVSPASUR DAHLGREN VA

CNR	N00173	NRL WASHINGTON DC
	N66856	NAVENVPREDRSCH FAC MONTEREY CA

CINCUSNAVEUR	N32960	NAVSUPO LA MADDALENA IT
R)	N57032	NAF MILDENHALL UK
	N62585	NAVACTS LONDON UK
	N62588	NAVSUPPACT NAPLES IT
	N62863	NAVSTA ROTA SP
	N62995	NAS SIGONELLA IT
	N65995	NAVSUPPACT HOLY LOCH UK
	N66691	NAVSUPPACT SOUDA BAY GR

CINCLANTFLT	N00129	SUBASE NEW LONDON CT
A)	N00187	PWC NORFOLK VA (COMNAVBASE)
	N00188	NAS NORFOLK VA
	N00207	NAS JACKSONVILLE FL
	N00213	NAS KEY WEST FL

Enclosure (1)

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<u>Claimant</u>	<u>UIC</u>	<u>Activity Name</u>	
CINCLANTFLT	N00306	NAS GUANTANAMO BAY CUBA	
	N00389	NAVSTA ROOSEVELT ROADS RQ	
	N42237	SUBASE KINGS BAY GA	(A)
	N57038	NAVFAC BERMUDA BWI	(A)
	N57049	NAVSUPPFAC ANTIGUA AC	
	N57075	NAVFAC ARGENTIA NEWFOUNDLAND CA	
	N57095	LANTFLT HEADSUPPACT NORFOLK VA	
	N60087	NAS BRUNSWICK ME	
	N60191	NAS OCEANA VA	
	N60200	NAS CECIL FIELD FL	
	N60201	NAVSTA MAYPORT FL	
	N60514	NAVSTA GUANTANAMO CUBA	
	N61165	NAVSTA CHARLESTON SC	
	N61174	NAVSTA NEW YORK NY	
	N61189	NAVSTA PHILADELPHIA PA	
	N61414	NAVPHIBASE LITTLE CREEK VA	
	N62481	NAS BERMUDA BWI	
	N62688	NAVSTA NORFOLK VA	
	N62856	NAF LAJES AZORES	
	N63032	NAS KEFLAVIK IC	
	N66833	NAVSTA PANAMA CANAL RODMAN PN	
	N68709	NAS MAYPORT FL	
	N68165	NAVFAC BRAWDY UK	(A)
	N68316	NAVSUBSUPPFAC NEW LONDON CT	

BUMED	N00105	NAVMEDCLINIC PORTSMOUTH NH	
	N00162	NAVMEDCLINIC ANNAPOLIS MD	
	N00168	NAT'L NAVAL MEDICAL CTR BETH. MD	(R)
	N00183	NAVHOSP PORTSMOUTH VA	
	N00203	NAVHOSP PENSACOLA FL	
	N00211	NAVHOSP GREAT LAKES IL	
	N00231	NAVMEDCLINIC QUANTICO VA	
	N00232	NAVHOSP JACKSONVILLE FL	
	N00259	NAVHOSP SAN DIEGO CA	
	N00267	NAVMEDCLINIC KEY WEST FL	
	N00285	NAVHOSP CORPUS CHRISTI TX	
	N00619	NAVHOSP OAKLAND CA	
	N45020	NAVMEDCLINIC SAN DIEGO CA	
	N60002	NAVHOSP MILLINGTON TN	
	N61337	NAVHOSP BEAUFORT SC	
	N61564	NAVHOSP GUANTANAMO BAY CUBA	
	N61726	NAVHOSP GROTON CT	
	N62328	NAVDENCLINIC GUAM GQ	

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<u>Claimant</u>	<u>UIC</u>	<u>Activity Name</u>
BUMED	N65491	NAVHOSP SUBIC BAY RP
	N65492	NAVHOSP ORLANDO FL
	N66023	NAVDENCLINIC NEWPORT RI
	N66094	NAVHOSP CHERRY PT NC
	N66095	NAVHOSP LEMOORE CA
	N66096	NAVHOSP NAPLES IT
	N66097	NAVHOSP OAK HARBOR WA
	N66098	NAVHOSP PAX RIVER MD
	N66101	NAVHOSP ROTA SP
	N66898	NAVMEDCLINIC NEW ORLEANS LA
	N68084	NAVHOSP CHARLESTON SC
	N68086	NAVHOSP NEWPORT RI
	N68090	NAVHOSP LONG BEACH CA
	N68093	NAVHOSP CAMP LEJEUNE NC
	N68094	NAVHOSP CAMP PENDLETON CA
	N68095	NAVHOSP BREMERTON WA
	N68096	NAVHOSP GUAM GQ
	N68098	NAVMEDCLINIC PEARL HARBOR HI
	N68292	NAVHOSP YOKOSUKA JA
	N68470	NAVHOSP OKINAWA JA

COMNAVAIRSYSCOM	N00163	NAVAVIONICEN INDIANAPOLIS IN
	N00421	NAVAIRTESTCEN PATUXENT RIVER MD
	N0534A	PACMISRANFAC HAWAIIAN AREA
A)	N61339	NAVTRASYSSEN ORLANDO FL
	N62376	NAVAIRPROPCEN TRENTON NJ
	N63126	PACMISTESTCEN PT MUGU CA
	N65885	NAVAVNDEPOT NAS ALAMEDA CA
	N65886	NAVAVNDEPOT NAS JACKSONVILLE FL
	N65887	NAVAVNDEPOT NAS NORFOLK VA
	N65888	NAVAVNDEPOT NAS NORTH ISLAND CA
	N65889	NAVAVNDEPOT NAS PENSACOLA FL
R)	N65923	NAVAVNDEPOT MCAS CHERRY POINT NC
	N68335	NAVAIRENGCEN LAKEHURST NJ

COMNAVAFACENGCOM	N62578	CBC DAVISVILLE RI
	N62583	CBC PORT HUENEME CA
	N62604	CBC GULFPORT MS
A)	N62470	LANTNAVAFACENGCOM NORFOLK VA
A)	N62472	NORTHNAVAFACENGCOM PHILADELPHIA PA
A)	N62467	SOUTHNAVAFACENGCOM CHARLESTON SC
A)	N62474	WESTNAVAFACENGCOM SAN BRUNO CA
A)	N62477	CHESNAVAFACENGCOM WASHINGTON DC
A)	N62742	PACNAVAFACENGCOM PEARL HARBOR HI

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<u>Claimant</u>	<u>UIC</u>	<u>Activity Name</u>		
COMNAVSEASYS COM	N00102	NSY PORTSMOUTH NH		
	N00109	WPNSTA YORKTOWN VA		
	N00151	NSY PHILADELPHIA PA		
	N00164	NAVWPNSUPPCEN CRANE IN		
	N00174	NAVORDSTA INDIAN HEAD MD		
	N00181	NSY PORTSMOUTH VA		
	N00191	NSY CHARLESTON SC		
	N00193	WPNSTA CHARLESTON SC		
	N00197	NAVORDSTA LOUISVILLE KY		
	N00221	NSY MARE ISLAND VALLEJO CA		
	N00251	NSY PUGET SOUND BREMERTON WA		
	N00253	NAVUSEAWARENGSTA KEYPORT WA		
	N00311	NSY PEARL HARBOR HI		
	N57026	NIS MAINTFAC WAIPAHU HI	(A	
	N60036	WPNSTA CONCORD CA		
	N60258	NSY LONG BEACH CA		
	N60478	WPNSTA EARLE COLTS NECK NJ		
	N60701	WPNSTA SEAL BEACH CA		
	N61762	NAVORDMISTESTSTA WHITESANDS NM		
	N62791	SUPSHIPS SAN DIEGO CA	(A	
	N62795	SUPSHIPS PASCAGOULA MS	(A	
	N65540	NAVSSSES PHILADELPHIA PA		
	N63394	NAVSHPWPNSSYSENGSTA PT HUENEME CA	(R	
	COMNAV SUPSYSCOM	N00104	SPCC MECHANICSBURG PA	
		N00189	NSC NORFOLK VA	
		N00228	NSC OAKLAND CA	
		N00244	NSC SAN DIEGO CA	
N00383		ASO PHILADELPHIA PA		
N00406		NSC PUGET SOUND BREMERTON WA		
N00604		NSC PEARL HARBOR HI		
N00612		NSC CHARLESTON SC		
N68836		NSC JACKSONVILLE FL		
N68860		NSC PENSACOLA FL		
CINCPACFLT	N00236	NAS ALAMEDA CA		
	N00245	NAVSTA SAN DIEGO CA		
	N00246	NAS NORTH ISLAND SAN DIEGO CA		
	N00255	NAVSTA PUGET SOUND WA		
	N00296	NAS MOFFETT FIELD CA		
	N00314	SUBASE PEARL HARBOR HI		
	N00334	NAS BARBERS POINT HI		
	N00620	NAS WHIDBEY ISLAND WA		
	N00651	NSD SUBIC BAY RP		
N32778	COMFLEACT CHINHAE KS			

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<u>Claimant</u>	<u>UIC</u>	<u>Activity Name</u>
CINCPACFLT	N57006	NAVAL FORCES YOKOSUKA JA
A)	N57043	COMNAVFORCES MARIANAS ISL
	N60028	NAVSTA TREASURE ISLAND CA
	N60042	NAF EL CENTRO CA
	N60259	NAS MIRAMAR CA
	N60462	NAS ADAK AK
	N60495	NAS FALLON NV
	N60872	NAVMAG GUAM GQ
	N61119	NSD GUAM GQ
	N61552	NAVSTA SUBIC BAY RP
	N61577	NAS AGANA GQ
	N61581	COMFLEACT YOKOSUKA JA
A)	N61755	NAVSTA GUAM GQ
	N62021	NAVPHIBASE CORONADO SAN DIEGO CA
	N62254	COMFLEACT KADENA OKINAWA JA
A)	N62395	PWC GUAM GQ (COMNAVBASE)
	N62494	NAF MIDWAY ISLAND
	N62507	NAF ATSUGI JA
	N62586	NAVSHIPPREPFAC GUAM GQ
	N62649	NSD YOKOSUKA JA
	N62735	COMFLEACT SASEBO JA
A)	N62755	PWC PEARL HARBOR HI (COMNAVBASE)
	N62758	NAVSHIPPREPFAC YOKOSUKA JA
A)	N62769	US FACILITY SUBIC BAY RP
	N62770	NAVSHIPPREPFAC SUBIC BAY RP
	N62807	NAVMAG SUBIC BAY RP
A)	N62808	PWC SUBIC BAY RP (COMUSFAC)
	N62813	NAVSTA PEARL HARBOR HI
	N62876	NAS CUBI POINT RP
	N63042	NAS LEMOORE CA
A)	N63387	PWC SAN DIEGO CA (COMNAVBASE)
	N63406	SUBASE SAN DIEGO CA
A)	N65115	PWC YOKOSUKA JA (COMNAVFOR)
	N65918	SIMA SAN DIEGO CA
	N68212	NAF MISAWA JA
A)	N68251	SIMA PEARL HARBOR HI
	N68297	NAVMAG LUALUALEI HI
	N68311	NAVSTA LONG BEACH CA
A)	N68378	PWC SAN FRANCISCO CA (COMNAVBASE)
	N68436	SUBASE BANGOR WA
	N68438	TRIREFFAC BANGOR WA
	N68539	NAVSUPPFAC DIEGO GARCIA IO
	N68828	SIMA LONG BEACH CA
	N68830	SIMA SAN FRANCISCO CA

<u>Claimant</u>	<u>UIC</u>	<u>Activity Name</u>
COMSPAWARSSYSCOM	N00167	DTNSRDC BETHESDA MD
	N00178	NAVSURWPNCEN DAHLGREN VA
	N60530	NAVWPNCEN CHINA LAKE CA
	N60921	NAVSURWPNCENDET WHITE OAK MD (A
	N61331	NAVCOASTSYSCEN PANAMA CITY FL
	N62269	NAVAIRDEVEN WARMINSTER PA
	N63821	NAVUWSYSCEN DET AUTEC ANDROS ISL (A
	N65584	NAVELEXCEN SAN DIEGO CA (A
	N65980	NAVELEXSYSENGACT ST INIGOE MD (A
	N66001	NAVOCEANSYSCEN SAN DIEGO CA
N66604	NUSC NEWPORT RI	

COMNAVCOMTELCOM	N00743	NAVCOMMSTA ROOSEVELT ROADS RQ
	N00788	NAVCOMMU WASHINGTON DC
	N00886	NAVCOMMSTA STOCKTON CA
	N00927	NAVCOMMSTA PHILIPPINES RP
	N00950	NAVCAMS EASTPAC HONOLULU HI
	N63038	NAVCOMMU CUTLER ME
	N63182	NAVCOMMSTA ROTA SP
	N63395	NAVCOMMSTA THURSO UK
	N63425	NAVCOMMU KEY WEST FL
	N63427	NAVCOMMSTA H E HOLT EXMOUTH AS
	N68660	NAVCOMMSTA PUGET SOUND WA (A
	N70240	NAVCOMMSTA SAN DIEGO CA
	N70243	NAVCAMS WESTPAC GUAM GQ
	N70272	NAVCAMS LANT NORFOLK VA
	N70278	NAVCOMMSTA JAPAN YOKOSUKA JA
	N70294	NAVCAMS MED NAPLES IT
	N70295	NAVCOMMSTA GREECE NEA MAKRI GR

COMNAVSECGRU	N00702	NAVSECGRUACT WINTER HARBOR ME
	N00849	NAVSECGRUACT SKAGGS ISLAND CA
	N62892	NAVSECGRUACT HOMESTEAD FL
	N63073	NAVSECGRUACT EDZELL UK
	N63886	NAVSECGRUACT ADAK AK
	N63891	NAVSECGRUACT NORTHWEST VA
	N66754	NAVSECGRUACT SABANA SECA RQ
	N70092	NAVSECSTA WASHINGTON DC
	N70283	NAVSECGRUACT GALETA ISLAND PM
	N70284	NAVSECGRUACT HANZA JA

1 JUN 1988

REPORTING INSTRUCTIONS FOR
THE SHORE BASE READINESS REPORT

Ref: (a) OPNAVINST 5310.14A (NOTAL)
(b) OPNAVINST 11010.34B (Instructions for Preparation and Submission of the Type "A" Annual Inspection Summary and Narrative Assessment)
(c) NAVFACINST 11010.440 (Construction/Mission Codes) (NOTAL)

1. The Shore Base Readiness Report as submitted by a shore activity, will contain the following:

a. C1 through C4 ratings for designated missions areas on Part I of form OPNAV 3501/60.

b. Narrative explanations on Part II of form OPNAV 3501/60 for any C3 or C4 rating listed on Part I. The narrative must identify the problem, proposed course of action to correct the problem, and the estimated completion date.

c. Quantification of manpower requirements and availability using form OPNAV 3501/61 (4-87).

2. General Instructions

a. BASEREP Rating Procedures. The major claimant will determine which BASEREP missions apply to its activities prior to the submission of the annual BASEREP. The commanding officer of the reporting activity shall report the ability of each type of asset to support the associated mission, using the BASEREP forms OPNAV 3501/60 (4-87) and OPNAV 3501/61 (4-87). This ability will be expressed as a rating C1, C2, C3 or C4.

C1 - Has fully met all demands placed upon it in a mission category throughout the reporting period.

C2 - Has substantially met all demands of the mission category throughout the reporting period with only minor difficulty.

C3 - Has only marginally met the demands of the mission category throughout the reporting period, but with major difficulty.

C4 - Has not met vital demands of the mission category.

Leave blank the mission/asset categories which do not apply. Do not enter "N/A".

b. The word "asset" as addressed in this assessment refers

Enclosure (2)

1 JUN 1966

to the military and civilian personnel (civil service and contractor), buildings, roads, piers, equipment, and supplies, etc. used to accomplish the mission. The word asset does not mean a financial asset.

c. Readiness ratings for manpower should reflect the situation as of 30 June. Ratings for facilities and equipment should consider the entire year ending 30 June, rather than a single point in time. Actual readiness at the end of the reporting period may differ from the reflected values. These variances should be addressed in the "Additional Comments" section of form OPNAV 3501/60 (4-88), Part II.

R)

3. Specific Instructions

a. Manpower/Personnel. A subjective rating of C1 to C4 will be assigned to each applicable mission, assessing the ability of assigned personnel to achieve mission requirements. The Shore Base Manpower/Personnel Worksheet, OPNAV 3501/61 (4-87), will be used to form the basis of the rating. This report requests information on manpower requirements and onboard personnel broken down by manpower type and by mission category. When assigning ratings, personnel quantity and quality should be considered. The composite rating will consider military and civilian personnel in the following categories:

Military Personnel

- Officer and enlisted assigned to the activity
- Temporary additional duty
- Other personnel (transients, naval reservists, students, patients, separations, or disciplinaries), when they support mission requirements

Civilian Personnel

- Full-time U.S. and foreign national (direct and indirect) hires
- Part-time U.S. and foreign national hires
- Contractors assigned to recurring tasks (grounds maintenance, Base Operating Support contracts, guards, janitorial, mess operations, or data entry)

(1) Shore Manning Document (SHMD) requirements where valid, should be used as the requirements portion of the worksheet. Reference (a) provides guidance in the use of SHMD to

determine whether manpower requirements should be military or civilian. Enclosure (3) provides the crosswalk between SHMD, as it supports SHOROC, and the BASEREP missions. Where SHMD standards are not available, estimate the manpower requirement taking into account manpower authorizations and verified shortfalls. Place an asterisk next to those manpower requirement figures that are based entirely on SHMD standards.

(2) When comparing active duty military inventory to authorized billets, consider long-standing inadequacies in enlisted rates, ratings, and NECs as well as officer grades, designators, NOBCs, and subspecialties. Also consider the affects on readiness caused by gapped billets reflected in the Officer Manning Plan (OMP) or Navy Manning Plan (NMP).

b. Facilities Quantity and Condition. Base commanders will assess the ability of their plant facilities to achieve mission requirements. Include all buildings, structures and utilities as defined in enclosure (3). Annual Inspection Summary (AIS) data, especially on backlog, should not drive the BASEREP assessment of facility condition. However, BASEREP facility condition deficiencies should be addressed in the AIS.

(1) Provide a rating of C1 to C4 for the quantity of base facilities. The quantity rating should reflect size and number of facilities required by the mission compared to what actually exists. Quantity deficiencies could be corrected by MILCON projects (other than replacement/modernization), Navy Industrial Fund (NIF) special projects/minor construction, or Operation and Maintenance funded minor construction. The quantity readiness rating should be supported by the statement of needs in the Facilities Requirements Plan and not equated with financial deficiencies.

(2) Provide a rating of C1 to C4 for the condition of base facilities. Condition deficiencies could be corrected by special projects funded from Maintenance of Real Property, NIF, or Replacement/Modernization Military Construction funds to maintain, refurbish, or repair existing facilities. Complete the worksheets in enclosure (4) and transfer ratings to the appropriate location on the BASEREP form, OPNAV 3501/60 (4-87) Part I. If the commanding officer does not agree with the overall rating produced by the worksheet, place an asterisk after the rating and give an explanation in the narrative, Part II. The cost to correct adverse condition ratings should be reported in the AIS, as per reference (b).

c. Major Equipment Quantity and Condition. Base Commanders will assess the ability to meet mission requirements as affected by the quantity and condition of their major equipment. Equipment is defined as Class 3 or Class 4 property per reference (c)

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and only major equipment should be rated.

(1) Quantity problems can only be fixed by Other Procurement, Navy (OPN) funding or the NIF Asset Capitalization Program (ACP). Condition problems can be fixed only by Operation and Maintenance or NIF funding to maintain existing equipment inventory.

(2) When assessing major equipment readiness, equipment associated with a particular mission more than half the time should be rated under that mission. "Pool" equipment should be rated under the base transportation mission. Disabled equipment due to inadequate supply support should be highlighted in detail in the narrative.

- R) d. Narrative. Key items of the narrative section will be used by CNO (OP-442E) to build a data base and provide summary information to the resource sponsors and major claimants. Part II of form OPNAV 3501/60 (4-88) is constructed to obtain the specific detailed information required for this data base. Complete Part II for every mission area given a readiness rating of C3 or C4. The narrative must include:
- A) (1) The mission/asset combination being addressed, followed by the readiness rating (C3 or C4). If more than one problem contributes to this rating, list each problem separately and number them in the space provided.
- A) (2) A brief summary or title of the particular problem which has caused the C3/C4 readiness rating. A detailed explanation of the problem should be provided in the "Additional Comments" section, using extra sheets if necessary.
- A) (3) A brief description of the proposed solution to correct the C3/C4 rating. For example: increased manpower; MILCON project; Minor Construction project; procurement of equipment; etc.
- A) (4) For the "Personnel" asset category with C3 or C4 ratings, clearly distinguish between officer, enlisted, and civilian shortfalls following the "Proposed Solution" section.
- A) (5) For the "Facilities" and "Major Equipment" asset categories with C3/C4 ratings, provide a MILCON or Special Project number and the anticipated cost, if the project is listed as the proposed solution.
- A) (6) A brief statement indicating the status of the proposed solution. For example: MILCON project only in the planning stage; project funded by major claimant for FYxx; project slipped to FYxx due to lack of funding; etc.

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(7) Any additional comments necessary to fully describe the readiness problem, proposed solution, solution status, etc.

(A

An example of a completed narrative worksheet is found on page 8 of this enclosure.

(A

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SHORE BASE READINESS REPORT (BASEREP)

(As of 30 June, 19__)

UIC NUMBER:	ACTIVITY TITLE:		
POC:	TEL. NO.:	REPORT DATE:	

PART I

MISSIONS	ASSET CATEGORIES				
	PERSONNEL	FACILITIES		MAJOR EQUIPMENT	
		QUANTITY	CONDITION	QUANTITY	CONDITION
A Aviation Operations					
B Fleet Communication Operations					
C Port Operations					
D Special Base Operations					
E Training Services					
F Aircraft Maintenance					
G Ship Repair Services (Shipyard)					
H Ship Repair Services (Intermediate)					
I Electronic/Operational Sys Engr/Lo					
J RDT&E					
K POL Products Service					
L Ordnance Services					
M Supply Services					
N Medical Services					
O Dental Services					
P Bachelor Housing Services					
Q Messing Services					
R Personal Services					
S Family Housing Services					
T Confinement/Corrections Services					
U Utility Operations					
V Administrative Services					
W Information Services					
X Public Works Services					
Y Security Services					
Z Fire Protection				—	
AA Base Transportation					
BB Base Communication					

PART I

OPNAV 3501/60 (4-87)

Enclosure (2)

1 JUN 1988

SHOREBASE READINESS REPORT (Part II: Narrative Explanation)	UIC No:	Activity Title:
POC:	Report Date:	Telephone (A/V) No: (COM)
MISSION _____ ASSET _____ RATING _____ PROBLEM _____ OF _____		
PROBLEM SUMMARY: _____ _____		
PROPOSED SOLUTION: _____ _____		
PERSONNEL SHORTFALL: OFFICER _____ ENLISTED _____ CIVILIAN _____		
PROJ NO: _____ ANTICIPATED COST (\$000) _____ EST. COMPLETION DATE: _____		
STATUS: _____ _____		
ADDITIONAL COMMENTS		

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SHOREBASE READINESS REPORT (Part II: Narrative Explanation)	UTC No: N95959	Activity Title: SUBASE ANYWHERE
POC: LCDR Duegood	Report Date: 30Jun88	Telephone (A/V) 234-5678 No: (COM) (432) 555-5678
MISSION <u>K</u> ASSET <u>FC</u> RATING <u>C-3</u> PROBLEM <u>1</u> OF <u>1</u>		
PROBLEM SUMMARY: <u>Diesel marine storage system deterioration</u>		
PROPOSED SOLUTION: <u>MILCON project to replace fuel tanks and associ-</u> <u>ated fuel lines.</u>		
PERSONNEL SHORTFALL: OFFICER _____ ENLISTED _____ CIVILIAN _____		
PROJ NO: <u>P-379</u> ANTICIPATED COST (\$000): <u>6,000</u> EST COMPLETION DATE: <u>3rd Qtr</u> <u>FY-90</u>		
STATUS: <u>Project funded for FY89. Construction scheduled to begin</u> <u>June 89.</u>		
ADDITIONAL COMMENTS:		
Mission: POL Products Services. The diesel marine storage system has deteriorated due to age. The fuel tanks and lines are an average of 35 years old and have outlived their useful life expectancy. 26 tanks and the associated fuel lines are identified for replacement.		

SHORE BASE MANPOWER/PERSONNEL WORKSHEET

(As of 30 June, 19__)

UIC NUMBER:		ACTIVITY TITLE:					
POC:			TEL. NO.:			REPORT DATE:	
MISSIONS	MANPOWER/PERSONNEL						
	MANPOWER REQUIREMENTS		PERSONNEL ON-BOARD				
	MILITARY	CIVILIAN	MILITARY	CIVILIAN	CONTRACTOR EQUIV.	TAD	OTHER
A Aviation Operations							
B Fleet Communication Operations							
C Port Operations							
D Special Base Operations							
E Training Services							
F Aircraft Maintenance							
G Ship Repair Services (Shipyard)							
H Ship Repair Services (Intermediate)							
I Electronic/Operational Support/Logistics							
J RDT&E							
K POL Products Services							
L Ordnance Services							
M Supply Services							
N Medical Services							
O Dental Services							
P Bachelor Housing Services							
Q Messing Services							
R Personal Services							
S Family Housing Services							
T Confinement/Corrections Services							
U Utility Operations							
V Administrative Services							
W Information Services							
X Public Works Services							
Y Security Services							
Z Fire Protection							
AA Base Transportation							
BB Base Communication							

DEFINITIONS OF SHORE BASE MISSIONS

Ref: (a) OPNAV 5310 (Shore Required Operations Capability,
SHOROC Dictionary) (NOTAL)
(b) NAVFAC Publication P-72 (Department of the Navy
Facility Category Codes)

1. All U.S. Navy shore activities are organized to perform a variety of missions. However, few shore activities are organized exactly alike, therefore, identification of standard missions is necessary for development of Navywide shore base readiness reporting. The missions defined in the following listing apply at all levels of an activity's internal organization. A definition is provided for each mission in the Shore Base Readiness Report with the lettering matching that on forms OPNAV 3501/60 and 3501/61 of enclosure (2) for ease of reference.

2. Three coding systems accompany each definition to clarify the functions performed under each mission. The first code is taken from the Shore Required Operations Capability (SHOROC) dictionary, reference (a), and specifies tasking to be accomplished in each mission. The highest applicable level of detail in SHOROC was used for each mission, so most codes are shown at the mission or functional levels rather than the required functional capability (RFC) level.

3. The second coding system consists of Billet Occupational Codes (BOCs) from the SHOROC dictionary, reference (a). BOCs are three position codes used in manpower requirements and authorizations files to associate military billets and civilian positions with required functional capabilities.

4. The third coding system consists of the facility investment categories (ICs) and category codes (CATCODES) from NAVFAC publication P-72, reference (b). The purpose of these codes is to align buildings and structures to BASEREP missions. ICs and missions match identically in some areas, but in other areas it is necessary to split ICs among several missions.

5. The following shore base mission definitions are listed in the same order as they appear on the BASEREP worksheet of enclosure (2).

"A" Aviation Operations - Provide air traffic control, runway/taxiway/parking/air terminal services, and other support of routine flight operations from a land base. Install, modify and maintain ground electronic equipment, air traffic control equipment, arresting gear and communication equipment used in air traffic control. Provide dedicated crash and rescue service.

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"A" Aviation Operations (cont)

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
FSS	NAB thru NMB	01	111 112 113 116 121 133 134 136 141 149
		08	218-60, -61, -62

"B" Fleet Communications Operations - Provide electrical communication services including transmitting, receiving, circuit control, message centers, AUTODIN switching, microwave links, fleet center, ASCOMM, and area communications. Install, modify and maintain associated equipment.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
COM(less COM08)	CAB thru CHB	02	131(less -40, -45) 132-10, 132-40
	CJB thru CTB	04	143-35, 148-17

"C" Port Operations - Provide safe approach, berthing and pierside services in support of homeported and visiting vessels. Operate service and utility craft, degaussing/deperming ranges. Conduct oil spill control and waste recovery operations. Perform non-shipyard maintenance on service/utility craft. Install, modify and maintain associated equipment.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
PSO	QAA thru QE9	03	122 151 152 153 154 155 156 159 161 162 163 164 165 169
		04	137(less -10) 138

"D" Special Base Operations - Perform Naval Oceanography (oceanography, meteorology, mapping, charting and geodesy, astronomy, and chronometry) and Naval Intelligence. Provide special warfare capabilities including SEAL and special boat unit support services.

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"D" Special Base Operations (Cont)

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>	
		02	131-45	
ENV	JBB thru JP9	04	137-10	142-10
INT	OAB thru O39		142-19	143-15
WEP06	WGA thru WG9		143-17	143-25
			143-41	143-46
			143-47	143-65
			143-70	148-10
		08	224-10	(A)

"E" Training Services - Provide formal instruction to all personnel with a claimant or subclaimant approved syllabus. Manage instructional programs/curriculum. Operate and maintain training equipment/devices.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
TRA	TAC thru T7F	05	171(less 171-50) 179(less 179-40)

"F" Aircraft Maintenance - Perform organizational and intermediate/depot level maintenance to designated aircraft and ground support equipment. Install, modify and maintain shop equipment.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>	
ACM	ABB thru AQG	06	211	221
		08	218-25, -50, -60, -61 -62, -68, -90, -91 -92	(A)

"G" Ship Repair Services (Shipyards and Ship Repair Facilities)
Perform full range of shipyard services. Install, modify and maintain associated ship equipment.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
SHP00 thru SHP20	XAB thru XU9	07	213(shipyds only)
SHP22 thru SHP24			223

"H" Ship Repair Services (Intermediate) - Perform shore intermediate maintenance activity (SIMA) services. Install, modify and maintain associated ship equipment.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
SHP21	XVB, XV9,	07	213(intermediate
SHP26 thru SHP32	X2A thru X8C		only)

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- "I" Electronic/Operational Systems Engineering/Logistics - Support fleet electronic hardware/software systems with ashore standards/calibration services, intermediate/depot level equipment maintenance and operational tests/surveys. Supporting operational fleet systems with in-service testing/evaluation and logistics planning.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
ELX	EBA thru EI9	08	217-10,-20,-30
ISE	UAB thru UJ9		-50,-77
			218-35,-45
			227

- "J" RDT&E - Conduct Research, Development, Test and Evaluation projects and programs including the operation of equipment and range facilities and the maintenance of equipment.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
R&D	YAB thru YN9	09	310 thru 321
			371 390

- "K" POL Products/Services - Receive, store, distribute and account for petroleum products.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
SUP10	ZKA thru ZK9	04	126 143-75
		10	124 125
			411

R)

- "L" Ordnance Services - Provide receipt, segregation, storage and issue of weapons. Conduct inspections, tests and checks. Provide explosive ordnance disposal. Operate an armory and small arms range.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
WEP (less 06)	WAB thru WFC,	04	143-20,-21,-45,-60
			148-20,-25,-30,-35
			-40,-45
	WHA thru WZG	08	212 215
			216 222
			225 226
		11	421 423
			424 425

- "M" Supply Services - Perform supply management and administrative control. Procure, receive, account for, store, issue and control material (except POL). Dispose of excess material. Arrange for shipment and storage of household goods, unaccompanied baggage, mobile homes, and privately owned vehicles.

"M" Supply Services (Cont)

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
SUP (less 04.020 and 10)	ZAA thru ZET	04	142-20 143-77
	ZEV thru ZJ9	08	218-10, -30, -51 -77, -80
	ZLB thru ZTJ	10	412-15, -25
		12	431 451
			441

"N" Medical Services - Perform general clinical hospitalization and health services for authorized personnel, and cooperate with military and civilian authorities on matters pertaining to health and sanitation.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
MED	MAB thru M79	08	228-25
		13	510 530
			550

"O" Dental Services - Perform complete dental services for all authorized personnel.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
DEN	DAD thru DHB	08	218-71
		13	540

"P" Bachelor Housing Services - Operate berthing accommodations for officer and enlisted personnel, including custodial service personnel in Bachelor Enlisted Quarters/Bachelor Officer Quarters. Operate civilian barracks.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
PER07	PHA thru PH9	15	721 (less -40, -45)
			724 (less -30)

"Q" Messing Services - Operate messes and enlisted dining facilities.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
PER02	PCA thru PC9,	15	721-45, 724-30
SUP04.012	ZEM	16	740-60, -64, -67 -69, -70

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"R" Personal Services - Perform military and civilian personnel administration. Perform military pay and travel functions. Operate family service centers. Provide a special services program. Conduct human resource management program. Operate laundry and general library. Provide religious services and consultations and a Command Master Chief Petty Officer.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
PER (less 02, 07)	PAD thru PB9	04	143-30
R) ICS04, 09, 10	PDB thru PG9	16	730 (less -10, -11
	PIA thru PM9		-12, -15, -20, -25)
	IEA thru IFB		740 (less -20, -22
	IJB thru IK9		-60, -64, -66, -67,
			-69, -70)
			730 (less -10, -11
			-12, -15, -25)
			750 760

"S" Family Housing Services - Operate and maintain family housing inventory. Provide services to enable Navy personnel with dependents to locate and live in suitable housing, whether it be off-base or Government-owned or controlled.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
FAC 25.004,	FWE, FXC, FYE	16	740-20, -22
FAC 24.002		20	711 713
FAC 23.005			712 714

"T" Confinement/Corrections Services - Provide briggs, disciplinary barracks, or other secure detention services.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
SEC03	SDB thru SD9	15	721-40
		16	730-15

"U" Utility Operations - Provide central plants and distribution systems for electric power, steam, hot water, water treatment, waste water treatment, compressed air, air conditioning and refrigeration. Operate such plants, systems and auxiliary emergency systems, including operator maintenance and inspection.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
FAC 23.013	FWM	17	811, 812 (less 812-40)
24.008 thru .013	FYI thru FXN		813, 821 thru 824
25.008 thru .014	FYI thru FYO		826, 827, 831, 832
			841 thru 845
			880, 890

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"V" Administrative Services - Perform specialized professional services and critical support including legal, public affairs, safety, management assistance, music, correspondence processing, audiovisual, printing and Naval postal services, financial planning, programming, budgeting, accounting, disbursements and performance analysis.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
ICS (less 04, 09 and 10)	IAB thru IDD	14	610 (less 610-20)
	IFB thru II9		620 (less 620-20)
FIN	ILB thru I49		690
	KAB thru KIB		

(R)

"W" Information Services - Provide automated data processing (ADP) services and equipment maintenance. Note: Small ADP operations which serve only 1 mission function other than Information Services should be counted as part of that mission. See the SHOROC Dictionary (ADP) for further guidelines.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
ADP	BAB thru BHK	04	143-40
		14	610-20 620-20

"X" Public Works Services - Perform facilities inspection, engineering, maintenance, repair, construction and alteration. Perform pest control, grounds maintenance; and refuse disposal. Provide hazardous waste collection, identification, packaging, labeling, treatment, disposal, and transport.

NOTE 1: Facilities provided under this mission include only public works shops and related buildings. All other shore base facilities are categorized under relevant missions.

NOTE 2: All public works department maintenance personnel (less utility operators, transportation operators and maintenance and base communications personnel) are counted under this mission.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
FAC 23.001 thru 006 (less .005)	FWB thru FWD	04	143-78
	FWF	08	218-70 219
23.021 thru .023	FWU thru FWN		229-10, -20, -30, -35

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"X" Public Works Services (Cont)

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
23.031 thru .999	FW5 thru FX9	17	833
24.000 thru .007	FXA thru FXB	18	871
(less 24.002)	FXD thru FXH		
25.0 thru 27.130	FYA thru FYD		
(less 25.004	FYF thru FYH		
R) thru 25.071)	FYP thru FZD		
	FZE and FZF		
	FZR thru FZY		

"Y" Security Services - Provide for Master-at-Arms, physical security, law enforcement, shore patrol, court liaison, courtesy turnovers, deserter/prisoner escort and information, personnel and classified material security services.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
SEC (less 03)	SAB thru SC9	04	143-80
	SGC thru STC	16	730-20,-25
		17	812-40
		18	872

"Z" Fire Protection - Prevent, control, extinguish and investigate all types of fires, excluding airfield crash/fire service. Provide fire protection inspections. Maintain and repair fire fighting equipment. Water distribution is included in utility operations, while fire alarms are to be associated with missions according to the facilities within which they are located.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
FIR	LAB thru LEC	16	730-10,-11,-12

"AA" Base Transportation - Operate vehicle and equipment pools, assign vehicles and equipment. Maintain and repair automotive vehicles, construction, weight-handling, grounds maintenance, railway, fire fighting, materials handling and ground support equipment not maintained or repaired under other mission areas.

NOTE: Facilities provided under this mission include not only the transportation equipment maintenance shops and related buildings and compounds, but also the entire base road and railroad networks and all parking areas. Equipment associated with another mission more than half time (e.g., fire trucks) should be rated under that mission. Only "pool" type equipment should be included under base transportation.

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"AA" Base Transportation (Cont)

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>	
FAC 23.024	FWX	04	123	
24.015 thru .067	FX) thru FXU		143-10.-11,-55	(R
26.015 thru .042	FZQ	08	214	
	FZQ		218-20,-40,-65	
25.015 thru .067	FYP, FYU, FYN		224-20, 228	(A
		18	851 860	
			852	

"BB" Base Communications - Provide personnel, facilities and equipment to perform administrative telephone services and maintain associated equipment.

<u>SHOROC</u>	<u>BOC Codes</u>	<u>IC</u>	<u>CATCODES</u>
COM08	CIB	02	131-40
	CID		132-50
			135-10,-20

13 MAY 1997

FACILITY CONDITION READINESS WORKSHEETA--AIRCRAFT OPERATIONS

INDICATOR		RATING	CHOICE
1. Percentage of days per year when required air operations restricted or curtailed (specific aircraft unable to take off or land, forced to back taxi, delay takeoffs, or limit weights) due to condition of runways, taxiways, arresting gear or aprons.	<5%	1	
	5%-10%	2	
	10% - 20%	3	
	>20%	4	_____
2. Occurrences of FOD problems due to runway spalling.	Seldom	1	
	Occasional	2	
	Frequently	3	
	Continuous Problem	4	_____
3. Percentage of days per year when air operations restricted or curtailed due to condition of runway lighting.	0 - 10%	1	
	10% - 25%	2	
	25% - 40%	3	
	40% - 100%	4	_____
4. Percentage of days per year when air traffic control procedures or equipment are degraded due to condition of tower, radar facility or other buildings.	<5%	1	
	5%-10%	2	
	10% - 20%	3	
	>20%	4	_____
5. Average increase in turnaround time at peak periods in refueling operations due to condition of fuel distribution facilities.	<5%	1	
	5%-10%	2	
	10% - 20%	3	
	>20%	4	_____
6. Ability to handle transient personnel compromised due to air terminal condition.	Seldom	1	
	Occasional	2	
	Frequently	3	_____
	Continuous Problem	4	_____
7. Risk that mission will be curtailed over next year due to documented structural, safety or environmental hazards.	Virtually None	1	
	Some Risk	2	
	Serious Risk	3	
	Virtually Certain	4	_____

OVERALL
RATINGEnter worst rating, if that rating occurs more than once.
Otherwise, enter worst rating minus one.

ENCLOSURE (4)

13 MAR 1987

FACILITY CONDITION READINESS WORKSHEET
B--FLEET COMMUNICATIONS OPERATIONS

INDICATOR	RATING CHOICE	
1. Number of incidents per year in which communication operations were lost (periods in excess of 10 minutes) as a result of roof leaks, HVAC failure, electrical power loss/disruption or other facility system failure (same point of failure resulting in 2 outages per year equates to a rating of 3)	0-4 4-6 6-12 > 12	1 2 3 4
2. Number of incidents per year in which communication operations were in hazardous condition (periods in excess of 30 minutes) as a result of roof leaks, HVAC failure, electrical power loss/disruption or other facility system failure (same point of failure resulting in 2 outages per year equates to a rating of 3)	0-4 4-6 6-12 > 12	1 2 3 4
3. If present non-redundant electrical/mechanical systems were modified to a redundant configuration, number of communications operations outages experienced during the last 12 months which would have been avoided. (Rating of 1 if currently redundant)	0-4 4-6 6-12 > 12	1 2 3 4
4. Risk that communications operations will not be successfully executed in the future due to documented structural, safety, electrical, space or environmental shortfalls/hazards. (No documented deficiency rating of 1)	None Low Medium High	1 2 3 4
OVERALL RATING:	Enter worst rating, if that rating occurs more than once. Otherwise, enter worst rating minus one.	

1 APR 1997

FACILITY CONDITION READINESS WORKSHEETC--PORT OPERATIONS

INDICATOR		RATING	CHOICE
1. Percentage of berthings for homeported ships in which undesirable nesting of ships (more than 2 ships) is required because of facility condition.	<5%	1	
	5%-10%	2	
	10%-20%	3	
	>20%	4	_____
2. Percentage of berthings for transient ships in which undesirable nesting (more than 2 ships) is required because of facility condition.	<5%	1	
	5%-10%	2	
	10%-20%	3	
	>20%	4	_____
3. Berthing of service craft hindered due to condition of waterfront facilities.	Seldom	1	
	Occasional	2	
	Frequently	3	
	Continuous Problem	4	_____
4. Percentage of ship berthing days in which ships unable to go "cold-iron" because of facility condition.	<5%	1	
	5%-10%	2	
	10%-20%	3	
	>20%	4	_____
5. Percentage of ship berthing days in which weapons system testing hindered due to facility condition.	<5%	1	
	5%-10%	2	
	10%-20%	3	
	>20%	4	_____
6. Degaussing/deperming operations hindered due to condition of facilities.	Seldom	1	
	Occasional	2	
	Frequently	3	
	Continuous Problem	4	_____
7. Operations hindered by need for maintenance dredging.	Seldom	1	
	Occasional	2	
	Frequently	3	
	Continuous Problem	4	_____
8. Risk that mission will become degraded due to documented structural, safety or environmental hazards.	Virtually None	1	
	Some Risk	2	
	Serious Risk	3	
	Virtually Certain	4	_____

OVERALL RATING: Enter worst rating, if that rating occurs more than once.
 Otherwise, enter worst rating minus one.



13 SEP 1997

FACILITY CONDITION READINESS WORKSHEET
D--SPECIAL BASE OPERATIONS

INDICATOR		RATING	CHOICE
1. Facility conditions hamper execution of physical science support services (e.g., weather/oceanographic advisories).	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
2. Facility conditions hamper ability to conduct boat and small craft support, maintenance and storage.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
3. Facility conditions hamper unit training for special warfare operations.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
4. Risk that mission will be seriously hindered in the future by documented structural, safety or environmental hazards.	Virtually None	1	
	Some Risk	2	
	Serious Risk	3	
	Virtually Certain	4	_____

OVERALL Enter worst rating, if that rating occurs more than once.
RATING: Otherwise, enter worst rating minus one.

13 MAY 1997

FACILITY CONDITION READINESS WORKSHEET
E--TRAINING SERVICES

INDICATOR		RATING	CHOICE
1. Percentage of classroom or unit training man-days lost or degraded due to facility conditions.	<5%	1	_____
	5%-10%	2	
	10%-20%	3	
	>20%	4	
2. Percent of simulator sorties/operations adversely affected by facility condition.	<5%	1	_____
	5%-10%	2	
	10%-20%	3	
	>20%	4	
3. Trainee safety, morale, or attention adversely affected by condition of classrooms, study spaces, and other training facilities.	Seldom	1	_____
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	
4. Risk that training mission will be seriously degraded in the future due to documented structural, safety or environmental hazards.	Virtually None	1	_____
	Some Risk	2	
	Serious Risk	3	
	Virtually Certain	4	
OVERALL RATING: Enter worst rating, if that rating occurs more than once. Otherwise, enter worst rating minus one.			<input style="width: 50px; height: 30px; border: 1px solid black;" type="text"/>

13 MAY 1987

FACILITY CONDITION READINESS WORKSHEET
F--AIRCRAFT MAINTENANCE

INDICATOR		RATING	CHOICE
1. Percentage of days per year when organizational level maintenance impeded by facility condition.	<5%	1	
	5%-10%	2	
	10%-20%	3	
	>20%	4	
2. Percentage of days per year when intermediate level avionics repair/calibration impeded by facility condition.	<5%	1	
	5%-10%	2	
	10%-20%	3	
	>20%	4	
3. Percentage of days per year when other intermediate-level aircraft maintenance impeded by facility condition.	<5%	1	
	5%-10%	2	
	10%-20%	3	
	>20%	4	
4. Percentage by which facility condition causes reduced capacity to perform depot-level aircraft maintenance in <u>any one</u> of the following categories: <u>Airframes</u> ; <u>Engines</u> ; <u>Components</u> ; <u>Avionics</u> ; <u>GSE</u> (Ground Support Equipment); <u>Composites</u> .	<5%	1	
	5%-10%	2	
	10%-20%	3	
	>20%	4	
5. Percentage increase of actual over planned or standard man-hours for depot level aircraft maintenance due to facility condition.	<5%	1	
	5%-10%	2	
	10%-20%	3	
	>20%	4	
6. Depot-level repair, alteration, calibration, and installation of aircraft weapons systems or electronics impeded by facility condition.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	
7. Risk that maintenance activities will be delayed or not undertaken in the future due to documented structural, safety, or environmental standards.	Virtually None	1	
	Some Risk	2	
	Serious Risk	3	
	Virtually Certain	4	

OVERALL Enter worst rating, if that rating occurs more than once.
 RATING: Otherwise, enter worst rating minus one.

18 MAY 1997

FACILITY CONDITION READINESS WORKSHEETG--SHIP REPAIR SERVICES (SHIPYARD)

INDICATOR		RATING	CHOICE
1-6. Percentage by which naval shipyards/ supervisor of shipbuilding facilities condition causes reduced capacity to perform mission in:	1. Drydocking	<5%	1
		5%-10%	2
		10%-20%	3
		>20%	4
	2. Berthing	<5%	1
		5%-10%	2
		10%-20%	3
		>20%	4
	3. Ripout	<5%	1
		5%-10%	2
		10%-20%	3
		>20%	4
	4. Repair	<5%	1
		5%-10%	2
		10%-20%	3
		>20%	4
	5. Installation	<5%	1
		5%-10%	2
		10%-20%	3
		>20%	4
	6. Testing	<5%	1
		5%-10%	2
		10%-20%	3
		>20%	4
7. Percentage increase of actual over planned or standard manhours to perform mission due to naval shipyard/ supervisor of shipbuilding facilities condition.		<5%	1
		5%-10%	2
		10%-20%	3
		>20%	4
8-10. Risk that naval shipyard/ supervisor facilities will be degraded in the future due to:	8. Documented structure deficiencies	Virtually None	1
		Some Risk	2
		Serious Risk	3
		Virtually Certain	4
	9. Documented safety deficiencies	Virtually None	1
		Some Risk	2
		Serious Risk	3
		Virtually Certain	4
	10. Documented environmental deficiencies	Virtually None	1
		Some Risk	2
		Serious Risk	3
		Virtually Certain	4
11. Percentage of reduced readiness over previous year.		<5%	1
		5%-10%	2
		10%-20%	3
		>20%	4

OVERALL RATING: Enter worst rating, if that rating occurs more than once.
Otherwise, enter worst rating minus one.

13 MAY 1997

FACILITY CONDITION READINESS WORKSHEET
H--SHIP REPAIR SERVICES (INTERMEDIATE)

INDICATOR		RATING CHOICE	
1. Percentage by which facility condition causes reduced capability to perform intermediate maintenance in any one of the major ship repair categories (Hull, machinery, electrical, electronics, combat system, weapons).	<5%	1	
	5%-10%	2	
	10%-20%	3	
	>20%	4	_____
2. Percentage increase of actual over planned or standard manhours for intermediate maintenance due to facility condition.	<5%	1	
	5%-10%	2	
	10%-20%	3	
	>20%	4	_____
3. Repair, alteration, calibration and installation of shipboard weapons systems or electronics impeded by facility condition.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
4. Risk that intermediate maintenance activities will be degraded in the future due to documented structural, safety or environmental hazards.	Virtually None	1	
	Some Risk	2	
	Serious Risk	3	
	Virtually Certain	4	_____

OVERALL Enter worst rating, if that rating occurs more than once.
RATING: Otherwise, enter worst rating minus one.

FACILITY CONDITION READINESS WORKSHEET
I--ELECTRONIC/OPERATIONAL SYSTEMS LOGISTICS

INDICATOR		RATING	CHOICE
1. Ability to conduct ashore calibration or intermediate/depot level maintenance, testing and evaluation impeded by facility condition.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
2. Ability to provide required logistics support (spares and repairables warehousing) impeded by facility condition or utilities problems.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
3. Probability that mission will be seriously degraded due to documented safety, structural or environmental hazards.	Virtually None	1	
	Some Risk	2	
	Serious Risk	3	
	Virtually Certain	4	_____

OVERALL Enter worst rating, if that rating occurs more than once.
 RATING: Otherwise, enter worst rating minus one.

10 MAY 1987

FACILITY CONDITION READINESS WORKSHEETJ--RDT&E

INDICATOR		RATING	CHOICE
1. Research and development activities impeded due to facility condition (including laboratories, office structures, ranges and test facilities).	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	
2. Experimentation and testing delayed, postponed or otherwise impeded due to facility condition.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	
3. Support of system acquisition and acceptance testing below standards due to facility condition.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	
4. RDT&E activities impeded by encroachment.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	
5. Risk that RDT&E activities will be adversely affected in the future due to documented structural, safety or environmental hazards.	Virtually None	1	
	Some Risk	2	
	Serious Risk	3	
	Virtually Certain	4	

OVERALL Enter worst rating, if that rating occurs more than once.
 RATING: Otherwise, enter worst rating minus one.

12 MAY 1987

FACILITY CONDITION READINESS WORKSHEET

K--POL SERVICES

INDICATOR		RATING	CHOICE
1. Percentage of capacity to receive petroleum products restricted due to condition of facilities.	<5%	1	
	5%-10%	2	
	10%-20%	3	
	>20%	4	_____
2. Percentage of capacity to store petroleum products restricted due to condition of facilities.	<5%	1	
	5%-10%	2	
	10%-20%	3	
	>20%	4	_____
3. Percentage of days in which distribution of petroleum products restricted due to facility conditions.	<5%	1	
	5%-10%	2	
	10%-20%	3	
	>20%	4	_____
4. Ability to conduct POL sampling and testing degraded due to facility conditions.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
5. Compliance during year with safety regulations (e.g., from OSHA, NAVOSH, NAVSUP).	Complete	1	
	Minor Non-Compliance	2	
	Occasional Major Non-Compliance	3	
	Prolonged Major Non-Compliance	4	_____
6. Compliance during year with environmental regulations.	Complete	1	
	Minor Non-Compliance	2	
	Occasional Major Non-Compliance	3	
	Prolonged Major Non-Compliance	4	_____

OVERALL RATING: Enter worst rating, if that rating occurs more than once.
 Otherwise, enter worst rating minus one.

13 MAY 1987

FACILITY CONDITION READINESS WORKSHEET**L--ORDNANCE SERVICES**

INDICATOR		RATING CHOICE
1. Percent reduction of required Ammunition Basic Stock Level Allowance (ABSLA) capacity to store ordnance due to condition of facilities.	<5%	1
	5%-10%	2
	10%-20%	3
	>20%	4
2. Ability to receive or distribute ordnance impeded due to facility condition.	Seldom	1
	Occasional	2
	Frequent	3
	Continuous Problem	4
3. Percent increase in average time required to maintain weapons due to facility condition.	<5%	1
	5%-10%	2
	10%-20%	3
	>20%	4
4. Ability to conduct design engineering and technical services on weapons impeded due to facility condition.	Seldom	1
	Occasional	2
	Frequent	3
	Continuous Problem	4
5. Level of lost storage capacity caused by inventory of obsolete or defective ordnance due to inability to conduct disposal/demilitarization because of facility condition.	Seldom	1
	Occasional	2
	Frequent	3
	Continuous Problem	4
6. Compliance during year with safety and environmental regulations (e.g., NAVOSH, EPA) restricted due to facility condition.	Complete	1
	Minor Non-Compliance	2
	Occasional Major Non-Compliance	3
	Prolonged Major Non-Compliance	4

OVERALL **Enter** worst rating, if that rating occurs more than once.
 RATING: Otherwise, enter worst rating minus one.

1 MAY 1997

FACILITY CONDITION READINESS WORKSHEET
M--SUPPLY SERVICES

INDICATOR		RATING	CHOICE
1. Percent of required supply levels unable to be maintained under prescribed storage procedures due to facility condition.	<5%	1	
	5%-10%	2	
	10%-15%	3	
	>15%	4	
2. Average percent of annual inventory damaged, lost, or pilfered due to facility condition.	<1%	1	
	1%-5%	2	
	5%-10%	3	
	>10%	4	
3. Decrease in productive manhours for packing/unpacking, loading/unloading, storage or transfer of material caused by inadequate facilities or utilities.	<5%	1	
	5%-10%	2	
	10%-15%	3	
	>15%	4	
4. Turnaround time to conduct pierside resupply operations impeded due to facility condition.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	
5. Percent of average inventory of cold storage damaged due to refrigerator plant condition.	<1%	1	
	1%-5%	2	
	5%-10%	3	
	>10%	4	
6. Percent of average inventory of hazardous flammable materials damaged due to facility condition.	<1%	1	
	1%-5%	2	
	5%-10%	3	
	>10%	4	
7. Supply services degraded or at risk of future degradation due to documented structural, safety, or environmental hazards.	Virtually None	1	
	Some Risk	2	
	Serious Risk	3	
	Virtually Certain	4	

OVERALL RATING: Enter worst rating, if that rating occurs more than once.
 Otherwise, enter worst rating minus one.

12 MAY 1987

FACILITY CONDITION READINESS WORKSHEET
N--MEDICAL SERVICES

INDICATOR		RATING	CHOICE
<u>For Naval Hospitals Only</u>			
1. Percentage reduction in required peacetime inpatient beds due to facility condition.	<5%	1	
	5%-10%	2	
	10%-20%	3	
	>20%	4	
2. Ability to provide emergency room services impeded by facility condition.	Never	1	
	Seldom	2	
	Occasional	3	
	Frequent	4	
3. Ability to provide surgical care impeded by facility condition.	Never	1	
	Seldom	2	
	Occasional	3	
	Frequent	4	
4. Ability to provide specialty clinic services impeded by facility condition.	Never	1	
	Seldom	2	
	Occasional	3	
	Frequent	4	
5. Risk that hospital services will be seriously affected in the future due to documented structural, safety, or environmental hazards.	Virtually None	1	
	Some Risk	2	
	Serious Risk	3	
	Virtually Certain	4	
<u>For Non-Hospital Clinics Only</u>			
1. Ability to provide medical clinic services impeded due to facility condition.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	
2. Risk that clinic services will be seriously affected in the future due to documented structural, safety, or environmental hazards.	Virtually None	1	
	Some Risk	2	
	Serious Risk	3	
	Virtually Certain	4	
OVERALL RATING:		Enter worst rating, if that rating occurs more than once. Otherwise, enter worst rating minus one.	

18 MAY 1997

FACILITY CONDITION READINESS WORKSHEETQ--DENTAL SERVICES

INDICATOR		RATING	CHOICE
1. Ability to provide dental services impeded due to facility condition.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	
2. Risk that dental services will be seriously affected in the future due to documented structural, safety, or environmental hazards.	Virtually None	1	
	Some Risk	2	
	Serious Risk	3	
	Virtually Certain	4	

OVERALL Enter worst rating, if that rating occurs more than once.
RATING: Otherwise, enter worst rating minus one.

13 MAY 1997

FACILITY CONDITION READINESS WORKSHEET
P--BACHELOR HOUSING SERVICES

INDICATOR		RATING	CHOICE
1. Percent of current bachelor housing requirement (stationed and transient personnel) not met in adequate facilities due to condition of BOQ/BEQ facilities. (Persons drawing BAQ because of inadequate facilities should be counted as "requirements not met")	<5%	1	
	5%-10%	2	
	10%-15%	3	
	>15%	4	
2. Morale and welfare levels unacceptably low due to BOQ/BEQ conditions.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	
3. Risk that housing will be restricted in the future due to documented structural, safety, or environmental hazards.	Virtually None	1	
	Some Risk	2	
	Serious Risk	3	
	Virtually Certain	4	
OVERALL RATING:		Enter worst rating, if that rating occurs more than once. Otherwise, enter worst rating minus one.	

30 MAR 1997

FACILITY CONDITION READINESS WORKSHEET
Q--MESSING SERVICES

INDICATOR		RATING	CHOICE
1. Percent reduction in feeding capacity during normal feeding hours for permanent and transient personnel due to condition of messing facilities.	<5%	1	
	5%-10%	2	
	10%-15%	3	
	>15%	4	_____
2. Morale and welfare levels unacceptably low due to messing facilities.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
3. Risk that messing will be restricted in the future due to documented structural, safety or environmental hazards.	Virtually None	1	
	Some Risk	2	
	Serious Risk	3	
	Virtually Certain	4	_____

OVERALL RATING: Enter worst rating, if that rating occurs more than once.
 Otherwise, enter worst rating minus one.

13 MAY 1987

FACILITY CONDITION READINESS WORKSHEET
R--PERSONAL SERVICES

INDICATOR		RATING	CHOICE
1. Capacity to provide required recreational services reduced due to facility condition.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
2. Capacity to provide other personal services (e.g., family service, religious, laundry, library) administration reduced due to condition of facilities.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
3. Morale and welfare levels unacceptably low due to condition of personal services facilities.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
4. Risk that personal services activities will be restricted in the future due to documented structural, safety or environmental hazards.	Virtually None	1	
	Some Risk	2	
	Serious Risk	3	
	Virtually Certain	4	_____

OVERALL Enter worst rating, if that rating occurs more than once.
RATING: Otherwise, enter worst rating minus one.

FAMILY CONDITION READINESS WORKSHEET

S--FAMILY HOUSING SERVICES

INDICATOR	RATING	CHOICE
1.		
Percent of family housing inventory inactivated due to facility conditions.	5% 5%-10% 10%-15% 15%	1 2 3 4
2.		
Morale or welfare of personnel or families unacceptably low due to housing condition.	Seldom Occasional Frequent Continuous Problem	1 2 3 4
3.		
Dollar value of documented repair/improvement deficiencies per active family housing unit.	\$3,000 \$3,000 - \$10,000 \$10,000 - \$15,000 \$15,000	1 2 3 4
4.	(See Indicators)	
<p>Evaluation of family housing inventory with respect to nature of repair deficiencies. To determine the overall "C" rating for this indicator, use the worst rating, as defined below, that represents more than 25% of the family housing units. If none of the ratings represents more than 25% of the units, use the worst rating minus one.</p> <p>None of the following descriptions applicable. (C1)</p> <p>High recurring maintenance, but not falling under C3/C4. (C2)</p> <p>Repair requirements exceeding \$25,000 per unit required to preserve integrity of structure and components (C3)</p> <p>Health/life safety and fire damage. (including correction of radon, asbestos, and lead-base paint problems). (C4)</p>		
<p>OVERALL Enter worst rating if that rating occurs more than once.</p> <p>RATING: Otherwise, enter worst rating minus one.</p>		

FACILITY CONDITION READINESS WORKSHEET
T--CONFINEMENT/CORRECTION SERVICES

INDICATOR		RATING	CHOICE
1. Ability to provide adequate correctional services impeded due to condition of brig facilities.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
2. Ability to provide adequate detention/confinement services restricted due to facility condition.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
3. Risk that confinement/corrections services will be seriously restricted in the future due to documented structural, safety, or environmental hazards.	Virtually None	1	
	Some Risk	2	
	Serious Risk	3	
	Virtually Certain	4	_____

OVERALL Enter worst rating, if that rating occurs more than once.
RATING: Otherwise, enter worst rating minus one.

FACILITY CONDITION READINESS WORKSHEET
U--UTILITY SERVICES

INDICATOR		RATING	CHOICE
1. Activity missions impeded or jeopardized due to condition of electric supply or distribution facilities.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
2. Activity missions impeded or jeopardized due to condition of steam/high temperature hot water supply or distribution facilities.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
3. Activity missions impeded or jeopardized due to condition of potable water distribution facilities.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
4. Activity missions impeded or jeopardized due to condition of non-potable water distribution facilities.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
5. Activity missions impeded or jeopardized due to condition of sewage collection and treatment facilities.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
6. Activity missions impeded or jeopardized due to condition of facilities for other utilities (e.g., chilled water, industrial waste, compressed air, natural gas).	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
7. Risk that utilities services will be seriously degraded in the future due to documented structural, safety, or environmental hazards.	Virtually None	1	
	Some Risk	2	
	Serious Risk	3	
	Virtually Certain	4	

OVERALL RATING: Enter worst rating, if that rating occurs in Indicators 1 through 5, OR if that rating occurs in both Indicators 5 and 6. Otherwise, enter worst rating minus one.

10 MAR 1977

FACILITY CONDITION READINESS WORKSHEETV--ADMINISTRATIVE SERVICES

INDICATOR		RATING	CHOICE
1. Office procedures in administrative services restricted due to facility condition.	Seldom	1	_____
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	
2. Office/Administrative worker productivity or morale degraded due to facility condition.	Seldom	1	_____
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	
3. Probability that Administrative activities will be restricted in the future due to documented structural, safety, or environmental hazards.	Virtually None	1	_____
	Some Risk	2	
	Serious Risk	3	
	Virtually Certain	4	
OVERALL RATING:		Enter worst rating, if that rating occurs more than once. Otherwise, enter worst rating minus one.	<input type="text"/>

10 MAY 1997

FACILITY CONDITION READINESS WORKSHEET
W--INFORMATION SERVICES

INDICATOR		RATING	CHOICE
1. Ability to provide ADP services restricted due to facility condition (including HVAC, power and other utility service systems not reported under equipment).	Seldom	1	_____
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	
2. Data processing installation worker productivity or morale degraded due to facility condition.	Seldom	1	_____
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	
3. Probability that ADP activities will be restricted in the future due to documented structural, safety or environmental hazards.	Virtually None	1	_____
	Some Risk	2	
	Serious Risk	3	
	Virtually Certain	4	
OVERALL RATING:		Enter worst rating, if that rating occurs more than once. Otherwise, enter worst rating minus one.	

10 MAY 1997

FACILITY CONDITION READINESS WORKSHEETX--PUBLIC WORKS SERVICES

INDICATOR		RATING	CHOICE
1. Ability to provide safe and environmentally sound waste collection and disposal services restricted due to condition of facilities.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
2. Ability to provide required hazardous waste control services restricted due to condition of facilities.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
3. Ability to provide required maintenance services restricted due to condition of workshops and garages.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
4. Ability to provide planning and engineering services restricted due to facility condition.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
5. Risk that Public Works Services will be degraded in the future due to documented structural, safety, or environmental hazards.	Virtually None	1	
	Some Risk	2	
	Serious Risk	3	
	Virtually Certain	4	_____

OVERALL RATING: Enter worst rating, if that rating occurs more than once.
 Otherwise, enter worst rating minus one.

15 MAY 1987

FACILITY CONDITION READINESS WORKSHEET
Y--SECURITY SERVICES

INDICATOR		RATING	CHOICE
1. Incidents of reportable criminal acts or breaches of security expedited by condition of perimeter fencing, lighting, clear zones, gates, guard houses, or watch towers.	Seldom	1	_____
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	
2. Percentage of facilities (as measured by current plant value) determined by LEPS surveys to have inadequate security due to facility condition.	<5%	1	_____
	5%-10%	2	
	10%-20%	3	
	>20%	4	
3. Average increase in patrol manhours required due to facility condition (i.e. fencing, lighting, gates, clear zones).	<5%	1	_____
	5%-10%	2	
	10%-20%	3	
	>20%	4	
4. Average capacity short fall to meet demand for appropriate receipt/storage/shipment/disposal of classified materials due to facility condition.	<5%	1	_____
	5%-10%	2	
	10%-20%	3	
	>20%	4	
5. Average increase in manhours for security of classified materials due to facility condition.	<5%	1	_____
	5%-10%	2	
	10%-20%	3	
	>20%	4	
OVERALL RATING:		Enter worst rating, if that rating occurs more than once. Otherwise, enter worst rating minus one.	<div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div>

1 JUL 1997

FACILITY CONDITION READINESS WORKSHEET
Z--FIRE PROTECTION SERVICES

INDICATOR		RATING	CHOICE
1. Response time increased due to condition, configuration, or location of firehouses.	<5%	1	
	5%-10%	2	
	10%-20%	3	
	>20%	4	_____
2. Risk that mission will be restricted in the future due to documented structural, safety, or environmental hazards at the firehouse.	Virtually None	1	
	Some Risk	2	
	Serious Risk	3	
	Virtually Certain	4	_____

OVERALL RATING: Enter worst rating, if that rating occurs more than once.
 Otherwise, enter worst rating minus one.

10 MAY 1987

FACILITY CONDITION READINESS WORKSHEET
AA--BASE TRANSPORTATION SERVICES

INDICATOR		RATING	CHOICE
1. Ability to maintain motor pool fleet and other specialized equipment (e.g., refueler trucks) impeded due to facility condition.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
2. Ability to provide adequate vehicle dispatch impeded due to facility condition.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
3. Mobility of base vehicles restricted due to road condition.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
4. Ability to transport materials within the base restricted due to condition of railroad tracks.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
5. Percentage increase in maintenance costs for base vehicles caused by condition of base roads.	<5%	1	
	5%-10%	2	
	10%-20%	3	
	>20%	4	_____
6. Risk that base transportation will be seriously restricted in the future due to documented structural, safety, or environmental hazards.	Virtually None	1	
	Some Risk	2	
	Serious Risk	3	
	Virtually Certain	4	_____

OVERALL RATING: Enter worst rating, if that rating occurs more than once.
 Otherwise, enter worst rating minus one.

13 MAY 1997

FACILITY CONDITION READINESS WORKSHEET
BB--BASE COMMUNICATIONS SERVICES

INDICATOR		RATING	CHOICE
1. Provision of voice/data telecommunications adversely affected by equipment downtime due to facility condition.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
2. Provision of voice/data telecommunications adversely affected due to condition of base cable plant/switch.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
3. Voice/data telecommunications degraded due to inadequate base cable plant/switch.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
4. Risk that base communications will be seriously restricted in the future due to documented structural, safety, or environmental hazards.	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____
5. Provision of voice/data telecommunications adversely affected due to condition of inside wire (station wire, twisted pair wire and twisted pair house cable).	None	1	
	Low	2	
	Medium	3	
	High	4	_____
6. Voice/data transmissions degraded due to inadequate quantity of inside wire (station wire, twisted pair wire and twisted pair house cable).	Seldom	1	
	Occasional	2	
	Frequent	3	
	Continuous Problem	4	_____

OVERALL Enter worst rating, if that rating occurs more than once.
RATING: Otherwise, enter worst rating minus one.